



**GUIDELINES FOR ANNUAL REVIEWS AND UPDATES OF
COUNTY AND/OR REGIONAL SOLID WASTE MANAGEMENT PLANS**
Technical Guidance Document SW 97-04

K.S.A. 65-3406(a)(5) requires the development of a statewide solid waste management plan. K.S.A. 65-3405 requires the development of county or regional solid waste management plans and also requires an annual review of the plan by the solid waste management committee. The solid waste management planning regulations are contained in K.A.R. 28-29-75 through 28-29-82.

The Kansas Solid Waste Management Plan was completed in December 1996. All county or regional plans were to be completed by December 1997. This guidance document was developed to assist counties and regions with the preparation of solid waste management plan annual reviews and updates.

A county or regional solid waste management plan is a comprehensive overview of the area's solid waste management practices. It is also a planning tool for local waste management, waste reduction, and public education.

The yearly reviews and updates should not be as time or labor intensive as the original planning process. The main goals are to:

- T identify any changes to a county or region's solid waste management system since the approval and adoption of the solid waste management plan;
- T inform the local or regional solid waste management planning committee, applicable community leaders, and the Bureau of Waste Management (BWM) of the findings of the review.

County or regional solid waste management committees should determine if any revisions to the plan are necessary. If no update is needed, a simple letter of notice is sufficient to fulfill the statutory requirement of the review. There is no need for an annual public hearing.

Updates should be considered when any major

changes or milestones have occurred in the solid waste management system since the approval of the plan. These include, but are not limited to:

- T construction and/or start-up of new solid waste facilities (transfer stations, recycling centers, composting facilities, household hazardous waste facilities, material recovery facilities, etc.);
- T results of newly implemented programs (public education programs, participation in recycling and/or composting programs, source reduction, etc.);
- T results of any ongoing studies or research that affect solid waste management decisions within the area;
- T changes to the original time line, financing, or implementation of the original plan; and
- T updates on any projects as stated in the original plan or original plan timeline.

Annual updates should be submitted to BWM by the end of the month following the anniversary of the plan approval. For example, if a plan was approved in August, BWM should receive the annual update,

covering the period of August 2003 to July 2004, by August 31, 2003. Subsequent updates to the plan should be submitted by August 31 of each following year.

These updates are not the same as the landfill operations plan. However, solid waste management plans should mention or refer to any landfill operations plan updates that may have been completed. Solid waste management plan reviews do not change the deadlines for completing required landfill operation plans. Additional questions regarding the landfill operation plans should be directed to Paul Graves at (785) 296-1596.

If there are any questions regarding the annual reviews, please contact Bureau of Waste Management staff members, Marty Burke (785) 296-6724 or Jim Rudeen (785) 296-1603. This document and additional information are also available on BWM's website: www.kdhe.state.ks.us/waste.



Please remember that the Bureau has implemented the "Kansas Don't Spoil It!" campaign, and materials are available to all counties or regions as a public education tool.